

YIT/*Mi*STY

YOUTH IN TRANSITION

MANPOWER INFORMATION

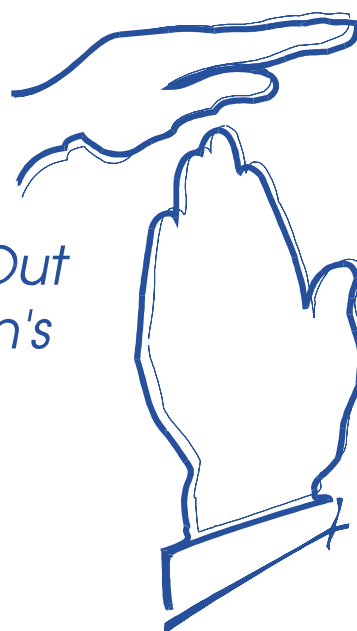
AND SERVICES FOR

TRANSITIONING YOUTH

PROGRAMS

*SELF-HELP EMPLOYMENT RESOURCE AND
PROGRAM HANDBOOK*

*"Take Time Out
For Michigan's
Youth"*



STATE OF MICHIGAN FAMILY INDEPENDENCE AGENCY

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INTRODUCTION

INTRODUCTION

The purpose of this self-help employment resource and program handbook is to help youth and families become self-sufficient and productive citizens in our communities.

This handbook has been designed so that individuals can study on their own. If you are to draw from this handbook some of the basic fundamental facts about employment in order to obtain self-sufficiency, it is absolutely necessary and essential that you get away from everyone. Be Alone and Quiet.

Each section of this handbook prepares you for the next section. Learning will be easier and faster if you study each section in proper order. If you have questions and don't understand a section or sections of this handbook, you may want a counselor, teacher, parent, relative, friend or professional person to help you. The Agency is confident that you will find this handbook a valuable resource for years to come.

PROGRAM OVERVIEW

YOUTH IN TRANSITION

Opening Doors to the Future

Youth In Transition (YIT) is a federally-funded program designed to assist **adolescents who are in foster care or were formerly in foster care** to develop the skills needed to lead independent adult lives once they are living on their own. YIT is administered by Michigan Family Independence Agency, Family Services Administration, with services provided through local FIA offices, contracted agencies and FIA Residential Care Centers throughout the State.

The principles governing the development and implementation of the independent living program include the following:

- Youth participate in the independent living planning process.
- Youth proceed toward goals at own pace.
- Independent living is a process of maturation, skills development, and responsibility.
- Services are based on individual needs.
- Service provision is coordinated using a unified team approach.
- Hands-on, real-life experiences provide the most valuable learning experiences.
- Individual Service Plans will include goals and activities in the following life skill areas: Education, Employment, Family Reunification, Sexual Responsibility and Parenting, Health Care, Housing and Mentoring.
- Independent living services are to be provided as early as possible.

Who Is Eligible?

Youth eligible for YIT services include those young adults (**age 16 through age 20**) who are or have been (**on or after their 16th birthday**): supervised by the Department in a licensed (**Foster Care**) placement; under Foster Care Supervision and in a

(**Foster Care funded**) relative placement; placed in one of five (designated **by YIT**) FIA Residential Care Centers; are currently receiving case management services through the Homeless/Runaway Programs (**with contracts administered/funded by YIT**).

Examples of qualifying placements include:

- FIA Foster Homes
- Private Agency Foster Homes
- Out-of-State Licensed Placements (approved by YIT)
- Relative Placements
- Residential Care Centers (RCC)
- YIT Administered/Funded Homeless and Runaway Contract Service Providers

What Types of Services May Be Provided?

Allowable services contribute to the development of independence by helping a youth obtain a high school diploma, GED, or vocational training; provide training in daily living skills, including budgeting, housing, career planning, and health care; provide individual or group counseling; coordinate existing services; provide outreach; or provide a written transitional independent living plan.

Commonly provided services include:

- Independent living skills classes
- Mentorship
- Employment services
- Household start-up goods
- Supervised independent living
- First month rent, security deposits and utility deposits
- Educational support
- Counseling
- Job supports
- Foster parent training

MISTY

Manpower Information and Services For Transitioning Youth

What Is MISTY?

The Manpower Information and Services for Transitioning Youth program provides comprehensive vocational training and employment services for eligible youth.

Who Is Eligible For MISTY?

Youth age 15 through 20, who are State wards (P.A. 150) with priority consideration for youth over age 16, who are in a community placement and engaged in employment related endeavors.

What Is A State Ward Under P.A. 150?

Public Act 150 is the Youth Rehabilitation Services Act of 1974. The act provides for the acceptance and care of youth committed to the Family Independence Agency by the juvenile division of Probate Court.

What Services Can Be Provided Through MISTY?

- Employment testing/training
- Vocational education/training
- Job placement and follow-up services
- Subsidy assistance while in training or employment
- Work related clothing and tools

What Program Incentives Are Available Through MISTY?

- A grant can be provided for vocational training
- A subsidy up to \$15 per day can be made available to eligible youth while attending vocational training, seeking employment, or during the initial employment period
- A wage subsidy can be reimbursed to the employer at a 50% rate for a maximum of 960 hours or 24 weeks
- A wage subsidy can be reimbursed to the employer at a 100% rate for a maximum of 480 hours or 12 weeks
- A wage subsidy extension can be requested for vocational training and employment. This request must include a rationale and benefits to be derived by the youth.

How Can Funds Be Accessed Through MISTY?

A referral should be processed through the Family Independence Agency's local office delinquency services worker.

Payments are made directly to the employer or youth from the Family Independence Agency's local office.

Payments can also be authorized for Residential Care Centers and processed through the Family Independence Agency's central administration.

What Are The Program Expectations For Youth In MISTY?

- To be effective and productive
- To be reliable and trustworthy
- To be on time and dependable
- Enroll and complete a skilled training program
- Learn effective employment seeking skills
- Manifest a positive appearance
- Manifest a positive self image
- Experience a work environment
- Learn how to function adequately in an employment setting
- Acquire on-the-job training
- Learn how to follow rules
- Stay focused on job tasks
- Develop good work habits
- Develop a good work attitude
- Establish a good work history
- Maintain or improve existing skills
- Obtain permanent employment
- Secure positive employment reference for future career mobility

What Are The Program Expectations For Employers Who Participate In MISTY?

Provide youth with a positive work/training experience at a wage equal to the standard for entry level or new hires in the same position.

Upon completion of subsidized employment period the employer is expected to employ youth for at least an equal length of time at the appropriate pay level.

MISTY SUBSIDY AGREEMENT

The attached MISTY - Subsidy Agreement must be completed when any portion of a youth's wages are subsidized with program funds. Subsidized employment must include tangible skill development, an emphasis on improving work habits, promoting the ability to adequately function in an employment setting and receiving a commitment from the employer that after the subsidized period unsubsidized employment will be considered.

Once the terms of the subsidy agreement have been negotiated the agreement must be signed by the company's representative, delinquent services worker and participating youth. The delinquent services worker must send a copy of the completed MISTY-Subsidy Agreement to the MISTY program coordinator.

MISTY - SUBSIDY AGREEMENT

State of Michigan Family Independence Agency
Manpower Information and Services for Transitioning Youth (MISTY) Program

Name of Company	
Street Address / Location	
City / State / Zip Code	
Company Contact Person	Telephone Number ()

Case Name
Case Number
Contact Person
Telephone Number

Re: Job Subsidy ☐ 100% or ☐ 50%

Date: _____

This letter is to confirm agreement for _____ to be employed by your company in a job subsidy arrangement for _____ hours at \$_____ per hour, _____ days per week.

You will be reimbursed for ☐ 100% or ☐ 50% of youth's salary for a total cost of \$_____.

The plan is to have _____ begin working _____ and complete his / her _____ subsidy hours by _____.

Job Title: _____ Brief Job Description: _____

You as the employer must provide proof of workers compensation insurance if requested.

The intent of this program is that once the youth has completed successful employment during the subsidized period you will maintain this youth as an employee for an equal or greater number of hours. Your signature indicates that you are aware of and agree to the aforementioned items.

Extension of this agreement beyond that which is stated above will occur on a case by case basis, and will require a separate Subsidy Agreement.

We appreciate your support and cooperation in the interest of our youth. Thank you for your time and involvement in our program.

Company Representatives Signature	Date	Telephone Number ()	
Youth's Signature	Date	FIA Contact Person Signature	Date

The Family Independence Agency will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an FIA office in your county.

SERVICE YOUTH PROFILE REPORT

The attached service youth profile report must be completed to compile demographic data on the youth being served and certify eligibility for Youth In Transition (YIT) and Manpower Information and Services for Transitioning Youth (MISTY) programs. Once the service youth profile report has been completed, the foster care or delinquent service worker must sign the report form and send a copy to the appropriate YIT specialist or MISTY program coordinator.

SERVICE YOUTH PROFILE REPORT

Family Independence Agency

INSTRUCTIONS:

- Use one form per service
- Please type or print clearly
- **NOTE:** Shaded boxes must be completed
- Return Completed Form To:

YOUTH IN TRANSITION / MISTY
235 S GRAND AVE STE 411
PO BOX 30037
LANSING MI 48909-7537

Date Youth Served

Case Number

County

District

Unit

Worker

YIT Profile Type:

☐ PRE-SERVICE ☐ POST-SERVICE

MISTY


☐ PRE-SERVICE ☐ POST-SERVICE

Report By:

☐ LOCAL FIA ☐ R.C.C.

Contract Name

Contract Number

1. Client Name		18. Employed <input type="checkbox"/> 1 - FULL TIME <input type="checkbox"/> 2 - PART TIME <input type="checkbox"/> 3 - UNEMPLOYED	
2. Social Security Number	3. Date of Birth	19. Job Title (If Employed)	
4. Address (Number and Street)	5. City	20. Is Client Currently Under FIA Supervision? <input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO	
6. County	7. Zip Code	21. Number of Years Under FIA Supervision	
8. Sex <input type="checkbox"/> 1 - MALE <input type="checkbox"/> 2 - FEMALE		22. Has Client Received Services for Handicapping Conditions? <input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO <input type="checkbox"/> 3 - DON'T KNOW	
9. Race <input type="checkbox"/> 1 - White, Non-Hispanic <input type="checkbox"/> 2 - Black, Non-Hispanic <input type="checkbox"/> 3 - Native American <input type="checkbox"/> 4 - Hispanic <input type="checkbox"/> 5 - Asian <input type="checkbox"/> 6 - Multi Racial		23. Service To Be Received Amount Expended: <input type="checkbox"/> 1 - Counseling (group / individual) \$ _____ <input type="checkbox"/> 2 - Day Care Expenses (not covered by FIA) ... \$ _____ <input type="checkbox"/> 3 - Education Supports (books, tuition, etc.) \$ _____ <input type="checkbox"/> 4 - Employment Services \$ _____ <input type="checkbox"/> 5 - Job Related Supports - Wages \$ _____ - Incentives \$ _____ - Training \$ _____ - Support \$ _____ <input type="checkbox"/> 6 - Household Start-up Goods \$ _____ <input type="checkbox"/> 7 - Independent Living Classes \$ _____ <input type="checkbox"/> 8 - Independent Living Training Materials \$ _____ <input type="checkbox"/> 9 - Memberships in Community Organizations . \$ _____ <input type="checkbox"/> 10 - Mentorships \$ _____ <input type="checkbox"/> 11 - Specialized Independent Living Contracts .. \$ _____ <input type="checkbox"/> 12 - Utilities and Security Deposits, First Month Rent, Etc. \$ _____ _____ _____ <input type="checkbox"/> 13 - Other(s)..... \$ _____ _____ _____	
10. Marital Status <input type="checkbox"/> 1 - Married <input type="checkbox"/> 2 - Single <input type="checkbox"/> 3 - Separated <input type="checkbox"/> 4 - Divorced			
11. Number of Children <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 or more			
12. Are You Pregnant / Expecting a Child? <input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO			
13. Current Living Arrangement <input type="checkbox"/> 1 - Parents <input type="checkbox"/> 2 - Relatives <input type="checkbox"/> 3 - Foster Home <input type="checkbox"/> 4 - Residential Placement <input type="checkbox"/> 5 - Independent Living <input type="checkbox"/> 6 - Shelter <input type="checkbox"/> 7 - Group Home <input type="checkbox"/> 8 - Other Explain:			
14. High School Completed? <input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO			
15. G.E.D. Completed? <input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO			
16. Attending School <input type="checkbox"/> 1 - FULL TIME <input type="checkbox"/> 2 - PART TIME <input type="checkbox"/> 3 - NOT ATTENDING			
17. Enrolled In <input type="checkbox"/> 1 - HIGH SCHOOL <input type="checkbox"/> 2 - COLLEGE <input type="checkbox"/> 3 - VOC. / TRADE			
<ul style="list-style-type: none"> • See Reverse Side for Non-Discrimination and PA 431 Information. • NOTE: YIT funds are intended to supplement, not replace, Title IV-E Foster Care or other State and Federal funds intended for IL purposes Signature indicates certification of eligibility for YIT / MISTY Services. • NOTE: COMPLETE BACK OF THIS FORM 			
		TOTAL  \$	

CERTIFICATION OF YIT ELIGIBILITY

☐ YIT ELIGIBILITY

Youth eligible for YIT services include those young adults (**age 16 through age 20**) who are or have been (**on or after their 16th birthday**): supervised by the Agency in a licensed (**Foster Care**) placement; under Foster Care supervision and in a (**Foster Care funded**) relative placement; placed in one of five (designated **by YIT**) FIA Residential Care Centers; are **currently** receiving case management services through the Homeless/Runaway Programs (**with contracts administered/funded by YIT**).

Examples of qualifying placements include:

- FIA Foster Homes
- Private Agency Foster Homes
- Out-of-State Licensed Placements
(approved by YIT)
- Relative Placements
- Residential Care Centers (RCC)
- YIT Administered/Funded Homeless and
Runaway Contract Service Providers

☐ MISTY ELIGIBILITY

Eligible youth are P.A. 150 delinquents between the age of 15 through age 20, who are residing in a community placement. Priority consideration is given to youth age 16 who are not currently attending school.

FIA Worker / Contractor Contact Name	Telephone Number
Signature	
Report Date	

Return Completed Form To:
YOUTH IN TRANSITION / MISTY
235 S GRAND AVE STE 411
PO BOX 30037
LANSING MI 48909-7537

AUTHORITY: P.A. of 1939 COMPLETION: Is Required. CONSEQUENCE: Violation Contract Reporting Requirements.	The Family Independence Agency will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an FIA office in your county.
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PRE-EMPLOYMENT CHECKLIST

Pre-Employment Check List

Don't start to look for a job until you have everything together. This is a check list of things you should have when applying for a job. You should collect all of these and put them in a folder. Put a check in the box next to the ones you already have, and then collect the others. Please check with your Family Independence Agency, delinquent service worker to obtain your social security card and money to obtain a copy of your birth certificate.

- ☐ Birth Certificate - you must have an original or certified copy of your Birth Certificate in order to apply for a social security card.
- ☐ Social Security Card - You must have a social security number before you can start work.
- ☐ Identification - Either a driver's license or a birth certificate is required by most employers.
- ☐ Work Permit - If you are under 18 years of age, you must have a work permit. Work permits are applied for after you have an offer of employment. Work permits can be obtained at the high school in your community.
- ☐ References - You should have at least three (3) personal references - people who can testify to your character and ability.
- ☐ High School Transcript - Your high school transcript is helpful in completing applications and showing specific classes and grades.
- ☐ High School Diploma - Your high school diploma is often requested by employers to prove level of education and graduation.
- ☐ General Education Diploma (G.E.D.) - A G.E.D. diploma may be requested by employer to prove level of education and graduation.
- ☐ Certification and Awards - You should have with you any form of recognition which can be showed to employers to prove accomplishments.
- ☐ Employment Fact Sheet/Resume - This will assist you in completing applications and should be left with employers to remind them of your qualifications (get their permission first).
- ☐ Ink Pen - Take your pen to fill out an application. This will show you are prepared.

BIRTH CERTIFICATE

There are a number of options available when attempting to obtain a Birth Certificate:

- Contact the City Clerk's Office in the city where you were born.
- If Born in Wayne County other than Detroit contact:

Wayne County Clerk's Office
Room 201 - City County Building
Detroit, MI 48226
(313) 224-5535

Cost: \$17.00

Hours: Monday - Friday 8 a.m. to 4 p.m.

- To receive all Birth Certificates for those born in Michigan:

Michigan Department of Community Health
Office of the State Registrar/Division of Health
Services
3423 N. Logan St., P.O. Box 30195
Lansing, MI 48909
(517) 335-8655

Cost: \$13.00

Hours: Monday - Friday 8 a.m. - 5 p.m.

- Please use the same identification requirements for an original driver's license or personal identification card to obtain a Birth Certificate. See Group A and Group C.

DO NOT WRITE IN THIS BOX

REGISTRATION NUMBER

APPLICATION FOR A CERTIFIED COPY OF A BIRTH RECORD

PLEASE READ INSTRUCTIONS ON REVERSE SIDE

PRINT CLEARLY

1. Name at Birth or Adopted Name _____ Date of Birth _____
First Middle Last Month Day Year

2. Place of Birth _____
Township (if known) City County

3. Mother's Maiden Name _____
First Middle Last

4. Father's Name _____
First Middle Last

5. Is the individual named in No. 1 adopted? ☐ Yes ☐ No ☐ Maybe

If the information is available and you are the individual named in No. 1, or if the record is being sent to the individual named in No. 1, do you wish to receive the name and location of the court where the adoption took place? ☐ Yes ☐ No

6. PLEASE PROVIDE IN THIS SPACE ANY ADDITIONAL INFORMATION THAT WOULD HELP US LOCATE THE RECORD SUCH AS A LEGAL CHANGE OF NAME, YEAR OF NAME CHANGE, OR COUNTY OF NAME CHANGE.

7. Please place an "X" in the appropriate area and follow additional instructions.
My relationship to the person in Line 1 is:
☐ Individual named in Line 1 ☐ Parent named on record ☐ Legal guardian
☐ Legal Representative - Whom are you representing? _____
☐ Heir - Specify your relationship to the person in line 1 _____

8. Applicant's Signature _____
Signature of Applicant Date
 Applicant's Address _____
Street City State Zip Area Code Telephone Number

IF YOU STATED YOUR RELATIONSHIP AS AN HEIR, PLEASE PROVIDE THE DATE AND PLACE OF DEATH OF THE PERSON NAMED IN LINE 1.

DATE OF DEATH _____
 PLACE OF DEATH _____

APPLICATION MUST BE SIGNED TO PROCESS YOUR REQUEST

PLEASE DO NOT REMOVE THIS STUB

THIS IS A MAILING INSERT AND WILL BE USED TO MAIL THE RECORD(S)

PRINT THE NAME AND MAILING ADDRESS OF THE PERSON TO WHOM THE RECORD(S) ARE TO BE SENT



9. Name _____
 Street _____
 City/State _____ Zip _____

PLEASE SEND THE FOLLOWING

	Fee *
<input type="checkbox"/> Certified Photocopy	@ \$12.00 _____
<input type="checkbox"/> Senior Citizen Fee Certified Photocopy 85 Years and Older For Self, 1st Copy	@ \$ 5.00 _____
_____ Additional Copies	@ \$ 4.00 _____ per copy
_____ Additional Years Searched	@ \$ 4.00 _____ per year
TOTAL \$ _____	

* SEE INSTRUCTIONS ON REVERSE SIDE
 MAKE CHECK or MONEY ORDER PAYABLE TO
 STATE OF MICHIGAN

APPLICATION FOR A CERTIFICATE OF REGISTRATION OR A CERTIFIED COPY OF A BIRTH RECORD

INSTRUCTIONS

1. Please read carefully the information below before completing the application.
2. Fill out items 1 through 8 on the reverse side of this form completely. If adopted, enter the adopted name on line 1.
3. **Make check or money order payable to the STATE OF MICHIGAN.**
4. Mail completed application with check or money order to:

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
OFFICE OF THE STATE REGISTRAR and DIVISION OF HEALTH STATISTICS
3423 N. MARTIN LUTHER KING, JR. BLVD.
P.O. BOX 30198
LANSING, MI 48909
(517) 335-8858

Availability of Records

Birth records have been filed with this office since 1867. Certified copies of birth certificates and certificates of registration for births are routinely available to eligible persons upon request. If requested by mail, this form, when properly completed, will serve to speed the handling of your request. Allow four weeks for delivery. This office provides same-day delivery of certifications for requests made in person before 3:30 p.m. A special rapid request procedure to expedite delivery is available. For additional information on rapid request procedures, call this office at (517) 335-8657 and ask for "Certification Unit".

Birth records for newborn children are not immediately available from the Michigan Department of Community Health. Please allow 90 to 120 days from birth date for a certified copy of the record. These records are available from your local city or county registrar prior to being available from the Michigan Department of Community Health.

Relationship to Person on the Birth Certificate

To obtain a certified copy or a certificate of registration of a birth record, the applicant must indicate his or her relationship to the person named on the certificate. Michigan law states that certified copies of birth records and certificates of registration can be issued only to the individual, the parent(s) named on the record, an heir, legal guardian, or legal representative of an eligible person.

Legal representatives must state whom they are representing. Legal guardians must provide a copy of their legal guardianship papers. Individuals with power of attorney must provide a copy of their power of attorney papers.

Certificates of Registration contain only the name, date of birth, county of birth, state file number, and date of filing. These abstracts measure 3¾ inches by 2¼ inches.

Fees

The minimum fee for a certified copy of a birth record or a certificate of registration of birth is \$13.00. The \$13.00 fee will provide for a search of three years. If no record is found, the applicant will receive notification that the record requested is not on file in this office, in place of the certified copy or certificate of registration.

When more than one certified copy of a birth record is ordered, the first certified copy of the birth record is \$13.00 and each additional certified copy ordered at the same time is \$4.00. When more than one certificate of registration is ordered, the first certificate of registration is \$13.00 and each additional certificate of registration ordered at the same time is \$4.00.

If the year of the event is not known and an extended search is necessary, there is a \$4.00 charge for each year searched in addition to the minimum three year search. **Fees paid for searches are not refundable.**

THE NECESSARY FEE MUST ACCOMPANY YOUR ORDER. NO SEARCH WILL BE MADE OR CERTIFIED COPY OF BIRTH OR CERTIFICATE OF REGISTRATION WILL BE ISSUED IF THE CORRECT FEE IS NOT RECEIVED. All fees should be sent in the form of a money order or a check payable to the State of Michigan.

Special Fees (Senior Citizens)

Citizens who are 65 years or older applying for a copy, a certified copy, or a certificate of registration of their own record are charged a \$5.00 fee for the record, and \$4.00 for each additional copy ordered at the same time.

Sample Request Letter for your Birth Certificate

To Whom It May Concern:

I am seeking to obtain my Birth Certificate.

NAME: _____
First Middle Last

DATE OF BIRTH: _____
Month Day Year

PLACE OF BIRTH: _____
Hospital City County

MOTHER'S MAIDEN NAME: _____
First Middle Last

FATHER'S NAME: _____
First Middle Last

APPLICANT'S SIGNATURE: _____
First Middle Last

PHONE: _____ ENCLOSED: \$ _____

SOCIAL SECURITY CARD

A Social Security Card may be obtained through any Social Security Office located in your area. You may want to look through your local telephone book to find out where the nearest office is located in your community.

Please see a sample copy of the application. Also see a sample copy of how to fill out your application for a social security card.

How to fill out your Application for a Social Security Card

- Answer each question as shown in the sample.
- Use black or blue ink.
- PRINT all items except your signature.
- *Write* your signature in item 16.

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

Form SS-5 (Rev. 10-1973)

INSTRUCTIONS

- Please read "How To Complete This Form" on page 2.
- Print or type using block or block cap. **DO NOT USE PENCIL.**
- After you complete this form, tape it up with the required documents in your nearest Social Security office.
- If you are completing this form for someone else, answer the questions as they apply to that person. Then, sign your name in question 18.

1 **NAME**
To be shown on Card

Print the name you use now
Print your full name at birth
Print any other name you have used

2 **MAILING ADDRESS**
To be shown on Card

Print your full mailing address
Including city, state and zip code

3 **CITIZENSHIP**
Mark one

☐ U.S. Citizen ☐ Naturalized U.S. Citizen ☐ U.S. Citizen by Birth ☐ Former Citizen of Another Country ☐ Formerly Naturalized in U.S. ☐ Alien (Indicate in Part 4)

4 **SEX**

☐ Male ☐ Female **CHECK ONE**

5 **RACE/ETHNIC DESCRIPTION**
Check One Only - Voluntary

☐ White, not Hispanic or Puerto Rican ☐ Black ☐ Black, Hispanic ☐ Black, Mexican ☐ Mexican, Mexican ☐ Mexican, Mexican ☐ Mexican, Mexican

6 **DATE OF BIRTH**
Month, day, year

7 **PLACE OF BIRTH**
Print birthplace

8 **MOTHER'S MAIDEN NAME**
Print your mother's maiden name

9 **FATHER'S NAME**
Print your father's name

10 Has the person in item 1 ever received a Social Security number before?

☐ Yes (If "yes," enter number in item 11) ☐ No (If "no," go to question 12) ☐ Don't know if "yes" or "no" (go to question 12)

11 Enter the Social Security number previously assigned to the person listed in item 1.

12 Enter the name shown on the most recent Social Security card issued for the person listed in item 1.

13 Enter any different date of birth if used on an earlier application for a card.

14 **TODAY'S DATE**
Month, day, year

15 **DAYTIME PHONE NUMBER**
Area code

16 **YOUR SIGNATURE**
Write your name here

17 **YOUR RELATIONSHIP TO THE PERSON IN ITEM 1**
☐ Self ☐ Spouse ☐ Parent ☐ Child ☐ Other (Specify)

DO NOT WRITE BELOW THIS LINE OR IN THE GAPS

NAME LAST FIRST MIDDLE INITIAL

DATE

STANDARD FORM NO. 50-108 (Rev. 10-1973)

Check to be sure you have filled in the space after each number

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Inside is the form you need to apply for a Social Security card. You can also use this form to replace a lost card or to change your name on your card. This service is free. But before you go on to the form, please read through the rest of this page. We want to cover some facts you should know before you apply.

IF YOU HAVE NEVER HAD A SOCIAL SECURITY NUMBER



If you were born in the U.S. and have never had a Social Security number, you must complete this form and show us documents that show your age, citizenship, and who you are. Usually, all we need from you are:

- Your birth certificate; AND
- Some form of identity, such as a driver's license, school record, or medical record. See page 2 for more examples.

We prefer to see your birth certificate. However, we will accept a hospital record of your birth made before you were 5 years old, or a religious record of your age or birth made before you were 3 months old. **We must see original documents or certified copies. Uncertified photocopies are not acceptable.** You may apply at any age, but if you are 18 or older when you apply for your first Social Security card, you must apply in person. Please see the special requirements on page 4 if you were born outside the U.S., if you are not a U.S. citizen or if you need a card for a child.

IF YOU NEED TO REPLACE YOUR CARD

To replace your card, all we usually need is one type of identification and this completed form. See page 2 for examples of documents we will accept. If you were born outside the U.S., you must also submit proof of U.S. citizenship or lawful alien status. Examples of the documents we will accept are on page 4. **Remember, we must see original documents or certified copies.**

IF YOU NEED TO CHANGE YOUR NAME ON YOUR CARD

If you already have a number, but need to change your name on our records, we need this completed form and a document that identifies you by both your old and new names. Examples include a marriage certificate, a divorce decree or a court order that changes your name. Or, we will accept two documents—one with your old name and one with your new name. See page 2 for examples of documents we will accept. If you were born outside the U.S., you must also show proof of U.S. citizenship or lawful alien status. Examples of documents we will accept are on page 4.

HOW TO APPLY

First complete this form, using the instructions on page 2. Then take or mail it to the nearest Social Security office. Be sure to take or mail the originals or certified copies of your documents along with the form. We will return your documents right away.

IF YOU HAVE ANY QUESTIONS

If you have any questions about this form, or about the documents you need to show us, please contact any Social Security office. A telephone call will help you make sure you have everything you need to apply for your card.

DOCUMENTS THAT SHOW YOUR IDENTITY

Here are some examples of identity documents that we will accept.

- Driver's license
- U.S. government or state employee ID card
- Your passport
- School ID card, record, or report card
- Marriage or divorce record
- Health insurance card
- Clinic, doctor, or hospital records
- Military records
- Court order for name change
- Adoption records
- Church membership or confirmation record (if not used as evidence of age)
- Insurance policy

We will NOT accept a birth certificate or hospital record as proof of your identity. We will accept other documents if they have enough information to identify you. **Remember, we must see original documents or copies certified by the county clerk or other official who keeps the record.**

HOW TO COMPLETE THE FORM

Most questions on the form are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the form. **If you are completing this form for someone else, please answer the questions as they apply to that person.** Then, sign your own name in question 16.

1. Your card will show your full first, middle, and last names **unless you show otherwise.** If you have ever used another name, show it on the third line. You can show more than one name on this line. Do not show a nickname unless you have used it for work or business.
2. Show the address where you want your card mailed. If you do not usually get mail at this address, please show an "in care of address", for example, c/o John Doe, 1 Elm Street, Anytown, U.S.A. 00000.
3. If you check "other" under Citizenship, please attach a statement that explains your situation and why you need a Social Security number.
5. You do not have to answer our question about race/ethnic background. We can issue you a Social Security card without this information. However, this information is important. We use it to study and report on how Social Security programs affect different people in our nation. Of course, we use it only for statistical reports and do not reveal the identities of individuals.
13. If the date of birth you show in item 6 is different from the date of birth you used on an earlier application, show the date of birth you used on the earlier application on this line.
16. If you cannot sign your name, sign with an "X" mark and have two people sign beneath your mark as witnesses.

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Form Approved
OMB No. 0980-0060

INSTRUCTIONS

- Please read "How To Complete This Form" on page 2.
- Print or type using black or blue ink. **DO NOT USE PENCIL.**
- After you complete this form, take or mail it along with the required documents to your nearest Social Security office.
- If you are completing this form for someone else, answer the questions as they apply to that person. Then, sign your name in question 16.

1 NAME

To Be Shown On Card

FIRST

FULL MIDDLE NAME

LAST

FULL NAME AT BIRTH
IF OTHER THAN ABOVE

FIRST

FULL MIDDLE NAME

LAST

OTHER NAMES USED

2 MAILING ADDRESS

Do Not Abbreviate

STREET ADDRESS, APT. NO. PO BOX, RURAL ROUTE NO.

CITY

STATE

ZIP CODE

3 CITIZENSHIP

(Check One)

☐ U.S. Citizen

☐ Legal Alien
Allowed To Work

☐ Legal Alien Not
Allowed To Work

☐ Foreign Student
Allowed Restricted
Employment

☐ Conditionally
Legalized Alien
Allowed To Work

☐ Other
(See Instructions
On Page 2)

4 SEX

☐ Male

☐ Female

5 RACE/ETHNIC DESCRIPTION

(Check One Only—Voluntary)

☐ Asian, Asian-American
Or Pacific Islander

☐ Hispanic

☐ Black
(Not Hispanic)

☐ North American
Indian Or Alaskan
Native

☐ White (Not Hispanic)

6 DATE OF BIRTH

MONTH DAY YEAR

7 PLACE OF BIRTH

(Do Not Abbreviate)

CITY

STATE OR FOREIGN COUNTRY

PO

Office
Use
Only

8 MOTHER'S MAIDEN NAME

FIRST

FULL MIDDLE NAME

LAST NAME AT HER BIRTH

9 FATHER'S NAME

FIRST

FULL MIDDLE NAME

LAST

10 Has the person in item 1 ever received a Social Security number before?

☐ Yes (If "yes", answer questions 11-13.)

☐ No (If "no", go on to question 14.)

☐ Don't Know (If "don't know", go on to question 14.)

11 Enter the Social Security number previously assigned to the person listed in item 1.

- -

12 Enter the name shown on the most recent Social Security card issued for the person listed in item 1.

FIRST

MIDDLE

LAST

13 Enter any different date of birth if used on an earlier application for a card.

MONTH

DAY

YEAR

14 TODAY'S DATE

MONTH DAY YEAR

15 DAYTIME PHONE NUMBER

()

AREA CODE

DELIBERATELY FURNISHING OR CAUSING TO BE FURNISHED FALSE INFORMATION ON THIS APPLICATION IS A CRIME PUNISHABLE BY FINE OR IMPRISONMENT OR BOTH

16 YOUR SIGNATURE

17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:

☐ Self

☐ Natural Or
Adoptive Parent

☐ Legal
Guardian

☐ Other (Specify)

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

NPN		DOC		NYI		CAN		ITV	
PRC	EVL	EVA	ENC	PRA	NWR	DNK	UNIT		
EVIDENCE SUBMITTED					SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW				
					DATE				
					DATE				

**IF YOU ARE A
UNITED STATES
CITIZEN BORN
OUTSIDE THE U.S.**

If you are a United States citizen who was born outside the U.S., we need to see your consular report of birth (FS-240 or FS-545), if you have one. We also need to see one form of identification. See page 2 for examples of identity documents we will accept.

If you do not have your consular report of birth, we will need to see your foreign birth certificate and one of the following: a U.S. Citizen ID card, U.S. passport, Certificate of Citizenship, or a Certificate of Naturalization. Remember, you must show us the original documents.

**IF YOU
ARE NOT A
U.S. CITIZEN**

If you are not a U.S. citizen, you must show us your birth certificate or passport, and the documents given to you by the Immigration and Naturalization Service (INS). **We must see original documents, not photocopies.** Examples of INS documents are: your Alien Registration Receipt Card (Form I-151 or I-551) or Form I-94. Because these documents should not be mailed, you should apply in person.

Even though you may not be authorized to work in this country, we can issue you a Social Security card if you are here legally and need it for some other reason. Your card will be marked to show that you cannot work, and if you do, we will notify INS.

**IF YOU NEED A
CARD FOR A CHILD
OR SOMEONE ELSE**

If you apply for a card for a child or someone else, you need to show us that person's original or certified birth certificate and one more document showing the person's identity. For example, for a child we will accept a doctor or hospital bill, a school record or any similar document that shows the child's identity. For an adult, see page 2 for examples of identity documents we will accept.

Also, if you sign the form, we need to see some kind of identification for you. Please see the list on page 2 for examples of documents we will accept. Be sure to answer the questions on the application form as they apply to the person needing the card.

THE PAPERWORK/PRIVACY ACT AND YOUR APPLICATION

The Social Security Administration (SSA) and Social Security (SS) collect information from you when you apply for a card. We use most of this data to issue your SSN and to determine if we can issue you a card. You do not have to give us more information than we can use to issue your Social Security number and card. When a number, you would use Social Security benefits in the future, and we might be able to provide it.

We give out the facts on this form without your consent only in certain situations that are explained in the Federal Register. For example, we must give out this information if Federal law requires us to, if a court of law or a Federal agency needs the information or makes requests to give them, or if the Justice Department needs it to investigate and prosecute violations of the Social Security Act.

We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies. Many agencies may use matching programs to find out if you are a person who has been convicted by the Federal government. This is all we use to do that even if you do not agree with it.

Employees often receive and make money when information you provide is being used in government activities in Social Security offices. If you want to learn more about this, contact your Social Security Office.

The Paperwork Reduction Act of 1995 requires us to tell you that this information collection is in accordance with the clearance requirements of section 3005 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a valid OMB control number.

We estimate that it will take you about 8 minutes to complete this form. This includes the time it will take to read the instructions, gather the necessary materials, fill out the form. If you have comments or suggestions on this estimate, write to the Social Security Administration, ATTN: Reports, Review, and Compliance, Operations Group, Baltimore, MD 21205-0001. Send only comments relating to our "collection" estimate to the office listed above. All requests for Social Security cards and other claims-related information should be sent to your local Social Security office, whose address is listed under Social Security Administration in the U.S. Government section of your telephone directory.

STATE I.D. OR DRIVER'S LICENSE

State I.D. Cards or Driver's License can be obtained from any local Secretary of State Office. Attached find the application for the State I.D. Card and documents needed to obtain one. This should be the last form of I.D. you apply for as you will need a Birth Certificate and Social Security Card to obtain this. You may want to look through your local telephone book to find out where the nearest office is located in your community.

**IDENTIFICATION REQUIREMENTS FOR AN ORIGINAL DRIVER LICENSE
OR PERSONAL IDENTIFICATION CARD**

Every individual applying for an original driver license, instruction permit, validated driver education certificate, or personal I.D. card must present proper identification. Any identification presented is subject to approval by Department of State personnel. (PHOTOCOPIES ARE NOT ACCEPTABLE.) Individuals under age 18 must successfully complete a driver education course and have parental consent prior to obtaining their original driver license.

ACCEPTABLE DOCUMENTS FOR PROOF OF NAME AND DATE OF BIRTH

1. **Persons under the age of 18** -- Must present a single document from Group A or item number one from Group B.
2. **Persons 18 to 64 years of age** -- Must present three documents. At least one document must be from Group A, one or two may be from Group B and no more than one document may be from Group C.
3. **Persons over the age of 64** -- May present a single document from Group A or three documents from either Group B or Group C. At least one of the documents must show the applicant's date of birth.

GROUP A

All documents from Group A must show the applicant's full name and date of birth.

1. A certified full-size birth certificate, issued by a U.S. or Canadian governmental unit (must have a raised seal or be a true copy). If under age 18, a hospital birth certificate is acceptable.
2. A valid out-of-state or Canadian driver license or I.D. card with a photo.
3. An expired out-of-state or Canadian driver license or I.D. card with a photo.
4. A U.S. or Canadian passport.
5. Adoption records (must have a raised court seal or be a true copy).
6. Prison identification with photo and date of birth.
7. If you were born in a foreign country, you may use your:
 - a) Birth certificate (if readable) or a certified translation, or
 - b) Alien Registration Receipt Card (immigration card) or
 - c) Certificate of Naturalization (citizenship), or
 - d) Passport, or
 - e) I-94 Arrival-Departure Record with a letter from your sponsor.

GROUP B

1. A certified wallet-size birth certificate, issued by a U.S. or Canadian governmental unit (must have a raised seal or be a true copy).
2. A foreign driver license.
3. A marriage license (issued by a governmental agency with a raised seal or be a true copy).
4. A divorce decree (must have a raised court seal or be a true copy).
5. A court order for a name change (must have a raised seal or be a true copy).
6. A photo military I.D. card (DD-2).
7. A photo I.D. card issued by a Michigan governmental agency.
8. A hospital birth certificate.
9. A certified copy of your child's birth certificate showing you as a parent (must have a raised seal or be a true copy).
10. A driver education certificate, high school/college diploma, yearbook with photo, or school records (report card, tuition receipts, etc.).
11. A valid non-photo out of state or Canadian driver license.
12. A photo job corps identification card.

GROUP C

1. A valid DSS-1110 (Medicaid card) or a valid DSS-4162 (General Assistance document).
2. A professional license.
3. Income tax and W-2 records from previous years.
4. A vehicle title and corresponding registration (Michigan or out of state).
5. A concealed weapons permit.
6. An insurance policy (life, auto, home). Must present entire policy statement.
7. A mortgage or lease contract.

**IDENTIFICATION REQUIREMENTS FOR A NAME CHANGE ON A DRIVER LICENSE
OR PERSONAL IDENTIFICATION CARD**

Individuals desiring to change their name on their driver license or personal identification card must:

Present their valid driver license or personal I.D. card.

Present acceptable identification showing they are entitled to use the corrected name
(PHOTOCOPIES ARE NOT ACCEPTABLE), and

— — Pay the appropriate driver license or personal I.D. card fee.

Individuals unable to present their valid driver license or personal I.D. card must present additional identification to establish their identity, and pay the appropriate driver license or personal I.D. card fee.

ACCEPTABLE DOCUMENTS FOR PROOF OF NAME CHANGE

Individuals may present ONE of the following documents showing the name to be used on the driver license or I.D. card:

1. A certified birth certificate, issued by a U.S. or Canadian governmental unit (must have a raised seal or be a true copy)
2. A U.S. or Canadian passport
3. Adoption records (must have a raised seal or be a true copy)
4. A court order (divorce decree or probate court document)
5. A marriage license (issued by a governmental unit with a raised seal or be a true copy)
6. If you were born in a foreign country, you may use your:
 - a) Alien Registration Receipt Card (immigration card), or
 - b) Certificate of Naturalization (citizenship), or
 - c) Passport, or
 - d) I-94 Arrival-Departure Record with a letter from your sponsor

OR THREE of the following documents showing the name to be used on the driver license or personal I.D. card.

1. A hospital birth certificate
2. A marriage license issued by a religious organization
3. An expired driver license (Michigan or any other state)
4. An expired I.D. card (Michigan or any other state)
5. A valid DSS-110 (Medicaid card) or a valid USS-4162 (General Assistance document)
6. A photo military I.D. card (DD-2)
7. Employment records (I.D. card with photo)
8. School records (I.D. card with photo, report card, tuition receipts)
9. Medical records (hospital, clinic or doctor)
10. An insurance policy (life, auto, home). Must present entire policy statement
11. Income tax and W-2 records from previous year.
12. A vehicle title and corresponding registration (Michigan or out-of-state).
13. A mortgage or lease contract
14. A Social Security card (no metal cards)
15. A voter registration card.
16. A baptismal or naming certificate
17. A credit card, check-cashing card, or banking card with signature and photo
18. U.S. Census Record.
19. A concealed weapon's permit or handgun registration issued by a Michigan law enforcement agency.
20. A hospitalization card
21. A certified copy of a child's birth certificate showing you as a parent (must have a raised seal or be a true copy).

All documents must match exactly showing the name to be used on the driver license or I.D. card

WORK PERMIT

A Work Permit is a document required of all persons 17 years of age or younger who wish to secure a job. An application must be completed at the time employment is offered. The work permit application is usually obtained at the high school in your community. After the application is obtained from the high school you must take the application to the employer for completion and then take the application back to the school to be completed by the school's issuing officers. Once the application is complete return it to the employer to be kept on file.

THE EMPLOYER MUST COMPLETE THE APPLICATION BEFORE the school's issuing officer receives the document. This application is for ages 16 & 17. If you are under the age of 16 please contact the school where you are enrolled.

Work Permit and Age Certificate

CA-6 for 15 and under years of age

Regular/Temporary

Directions: Please print using an ink pen or type.
See back of this form for details.

Permit Number

Part I: To be completed by the Employer

Name of Business	Address	City	Zip
Applicant's Job Title	Job Duties/Tasks to be performed by minor:	Hourly Wage	Hours of Employment: (total per week)
		Earliest Starting Time:	am/pm
		Latest Ending Time:	am/pm
Employer Signature (X) _____		Title _____ Date _____	
Telephone			

Employer Information:

- The employer must have a completed work permit form before a minor begins work.
- The employer must provide competent adult supervision at all times.
- The employment of the minor will conform to all federal, state, and local laws and regulations, including non-discrimination against any applicant or employee because of race, color, sex, age, religion, marital status, national origin, ancestry, or handicap.

Part II: To be completed by Applicant

Name of Minor	Address	City	Zip
School Name*	Address	City	Zip
Age	Date of Birth Month Day Year	School Status (check <input type="checkbox"/> one) <input type="checkbox"/> In School <input type="checkbox"/> Left School	Last Grade Completed:
Signature of Minor (X) _____		Name of Parent or Guardian _____	

*Present or last attended

Part III: To be completed by School's Issuing Officer

This is to certify that: 1) the minor personally appeared before me, 2) this form was properly completed, 3) listed job duties are in compliance with state and federal laws and regulations, 4) listed hours are in compliance with state and federal laws and regulations, 5) this form was signed by student and employer. and I authorize the issuance of this work permit. Signature of Issuing Officer (X) _____ Issue Date: _____	Evidence of Age Confirmed by: (Issuing Officer checks <input type="checkbox"/> one) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S. <input type="checkbox"/> Driver's License <input type="checkbox"/> Other _____ <input type="checkbox"/> School Record <input type="checkbox"/> _____ <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> _____ <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> _____	Number of Hours in School: per day _____ per week _____
	School: _____	
	Address: _____	
	City, State, Zip: _____	
Telephone: _____		

Instructions for Completing and Issuing CA-6 Work Permit and Age Certificate

Who needs a CA-6 Work Permit? Any minor who is 11 to 15 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978). This completed form permits a minor to be employed only by the employer listed in Part I. CA-6 work permits are valid until a minor turns 18 or graduates as long as the minor works for the same employer. Employers must complete a CA-7 for minors who start employment at 16 or 17 years of age.

Who issues work permits? The issuing officer is the superintendent of a school district or intermediate school district or their authorized designee.

Employment of minors. A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by State and Federal Acts. The minimum age for employment is 14 years, except that a minor 11 years of age or older may be employed as a golf caddy, and a minor 13 years of age or older may be employed in some farming occupations.

Procedure. The prospective employer starts the work permit process by completing Part I of either CA-6 or CA-7 (depending on minor's age) then:

1. Minor completes Part II of form.
2. Minor takes form to school district's issuing officer
3. Issuing officer verifies age of minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. School issues work permit by officer signing and dating form in Part III.
5. School makes extra copies for files.
6. Minor returns the completed original form to the employer before beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with P.A. 306 of 1969.

Employer's Responsibilities. Employers shall keep the original CA-6 form on file at the place of employment. The issuance of a work permit does not authorize employment of minors contrary to state or federal laws and regulations.

Issuing Officer's Responsibilities. A copy of the CA-6 shall be filed in the minor's permanent school file for as long as the minor is employed. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

Hours of Work: Minors 14 and 15 years of age may work no more than:

1. 6 days in 1 week
2. 3 hours a day while school is in session (only after school and only until 7:00 p.m.)
3. 8 hours a day on non-school days
4. 40 hours in 1 week (during non-school weeks)

Minors 14 and 15 years of age may work until 9:00 p.m. during school summer vacation (June 1-Labor Day), but not before 7:00 a.m. A student minor shall not be employed more than a combined school-work week of 48 hours.

Michigan Youth Employment Standards Act (P.A. 90 of 1978): For information about the law, rules, regulations, and deviations contact the Michigan Department of Labor, Bureau of Employment Standards, 7150 Harris Drive, Box 30015, Lansing, MI 48909.

Federal Fair Labor Standards Act: For information about Federal child labor provisions contact the nearest U.S. Department of Labor, Wage-Hour Division.

Revocation of permit: A permit may be revoked by the school if 1) poor school attendance results in a level of school work lower than that prior to beginning employment, or 2) the department of labor informs the school of an employer's violations of state or federal laws or rules. Any minor who has a permit revoked shall be informed of the appeal process by the school.

Work Permit and Age Certificate

CA-7 for 16 and 17 years of age

Regular/Temporary

Directions: Please print using an ink pen or type.
See back of this form for details.

Permit Number

Part I: To be completed by the Employer

Name of Business	Address	City	Zip
Applicant's Job Title	Will minor be working under a Department of Labor granted hour deviation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, must be attached.		
Job Duties/Tasks to be performed by minor:	Hourly Wage	Hours of Employment: (total per week)	
		Earliest Starting Time: _____ am/pm	
		Latest Ending Time: _____ am/pm	
	Employer Signature (X) _____ _____ Title Date Telephone _____		
Employer Information: • The employer must have a completed work permit form before a minor begins work. • The employer must provide competent adult supervision at all times. • The employment of the minor will conform to all federal, state, and local laws and regulations, including non-discrimination against any applicant or employee because of race, color, sex, age, religion, marital status, national origin, ancestry, or handicap.			

Part II: To be completed by Applicant

Name of Minor		Address		City	Zip
School Name*		Address		City	Zip
Age	Date of Birth		School Status (check <input type="checkbox"/> one)		Last Grade Completed:
	Month	Day	Year	<input type="checkbox"/> In School <input type="checkbox"/> Left School	
Signature of Minor (X) _____			Name of Parent or Guardian _____		

*Present or last attended

Part III: To be completed by School's Issuing Officer

This is to certify that: 1) the minor personally appeared before me, 2) this form was properly completed, 3) listed job duties are in compliance with state and federal laws and regulations, 4) listed hours are in compliance with state and federal laws and regulations, 5) this form was signed by student and employer, and I authorize the issuance of this work permit. Signature of Issuing Officer (X) _____ Issue Date: _____	Evidence of Age Confirmed by: (Issuing Officer checks <input type="checkbox"/> one) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of <input type="checkbox"/> Driver's License <input type="checkbox"/> Arrival in the U.S. <input type="checkbox"/> School Record <input type="checkbox"/> Other _____ <input type="checkbox"/> Baptismal Certificate _____ <input type="checkbox"/> Hospital Record of Birth _____	Number of Hours in School: per day _____ per week _____
	School: _____	
	Address: _____	
	City, State, Zip: _____	
Telephone: _____		

Instructions for Completing and Issuing CA-7 Work Permit and Age Certificate

Who needs a CA-7 Work Permit? Any minor who is 16 or 17 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978). This completed form permits a minor to be employed only by the employer listed in Part I. Employers must complete a CA-6 for minors who start employment at 15 years of age or under. CA-6 and CA-7 permits are valid until a minor turns 18 or graduates as long as the minor works for the same employer.

Who issues work permits? The issuing officer is the superintendent of a school district or intermediate school district or their authorized designee.

Employment of minors. A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by State and Federal Acts. The minimum age for employment is 14 years, except that a minor 11 years of age or older may be employed as a golf caddy, and a minor 13 years of age or older may be employed in some farming occupations.

Procedure. The prospective employer starts the work permit process by completing Part I of either CA-6 or CA-7 (depending on minor's age) then:

1. Minor completes Part II of form.
2. Minor takes form to school district's issuing officer.
3. Issuing officer verifies age of minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. School issues work permit by officer signing and dating form in Part III.
5. School makes extra copies for files.
6. Minor returns the completed original form to the employer before beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with P.A. 306 of 1969.

Employer's Responsibilities. Employers shall keep the original CA-7 form on file at the place of employment. The issuance of a work permit does not authorize employment of minors contrary to state or federal laws and regulations.

Issuing Officer's Responsibilities. A copy of the CA-7 and Department of Labor deviation forms shall be filed in the minor's permanent school file for as long as the minor is employed. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

Hours of Work: Minor 16 years and over may work no more than:

1. 6 days in 1 week
2. A weekly average of 8 hours per day
3. 48 hours in 1 week
4. 10 hours in 1 day

Minors 16 and 17 may work between 6 a.m. and 10:30 p.m. A minor 16 and 17 may work until 11:30 p.m. during school summer vacation (June 1-Labor Day). A student minor shall not be employed more than a combined school-work week of 48 hours.

Michigan Youth Employment Standards Act (P.A. 90 of 1978): For information about the law, rules, regulations, and deviations contact the Michigan Department of Labor, Bureau of Employment Standards, 7150 Harris Drive, Box 30015, Lansing, MI 48909.

Federal Fair Labor Standards Act: For information about Federal child labor provisions contact the nearest U.S. Department of Labor, Wage-Hour Division.

Revocation of permit: A permit may be revoked by the school if 1) poor school attendance results in a level of school work lower than that prior to beginning employment, or 2) the department of labor informs the school of an employer's violations of state or federal laws or rules. Any minor who has a permit revoked shall be informed of the appeal process by the school.



LEGAL HOURS FOR EMPLOYING TEENAGERS GUIDELINES FOR FEDERAL AND STATE REGULATIONS

FEDERAL REQUIREMENTS:	STATE REQUIREMENTS:	STRICTER STANDARD
<p><u>14 and 15 years old</u></p> <p><u>May not</u> be employed during school hours</p> <p><u>May</u> work between 7 AM and 7 PM from Labor Day to June 1</p> <p><u>May</u> work between 7 AM and 9 PM from June 1 to Labor Day</p> <p><u>May not</u> work more than 3 Hours on school days, 8 hours on nonschool days</p> <p><u>May not</u> work more than 18 hours while school in session, 40 hours in non-school weeks</p> <p style="text-align: right;">***</p>	<p><u>14 and 15 years old</u></p> <p><u>May not</u> be employed during school hours</p> <p><u>May</u> work between the hours of 7 AM and 9 PM</p> <p><u>Shall not</u> work more than a weekly average of 8 hours a day</p> <p>Combined school and work week <u>shall not</u> exceed 48 hours</p> <p><u>May not</u> work more than 48 work hours when school not in session</p> <p><u>May not</u> work more than 6 days in any week</p> <p style="text-align: right;">***</p>	<p>Federal</p> <p style="text-align: right;">***</p>
<p><u>16 and 17 years old</u></p> <p>No hours restrictions</p>	<p><u>16 and 17 years old</u></p> <p><u>May</u> work between the hours of 6 AM and 10:30 PM</p> <p><u>May</u> work until 11:30 P.M. during vacation periods</p> <p><u>Shall not</u> work more than an average of 8 hours a day</p> <p>Combination of school and work hours <u>may not</u> exceed 48</p> <p><u>Shall not</u> work more than 6 work days in a week</p>	<p>State</p>

This guide is intended for general information only. Contact your local Federal or State Labor Department for further information.



Federal Child Labor Laws in Nonfarm Jobs

The Fair Labor Standards Act of 1938 (FLSA), as amended, protects young workers from employment that might interfere with their educational opportunities or be detrimental to their health or well-being.

The FLSA applies to most of the workers in the U.S. It covers all workers who are engaged in or producing goods for interstate commerce or who are employed in certain enterprises.

Child Labor Standards for 16- and 17- Year-old Youths

Youths aged 16 and 17 may work at any time for unlimited hours in all jobs not declared hazardous by the Secretary of Labor.

Hazardous occupations include: working with explosives and radioactive materials; operating certain power-driven woodworking metalworking, bakery, and paper products machinery; operating various types of power-driven saws and guillotine shears; operating most power-driven hoisting apparatus such as non-automatic elevators, fork lifts, and cranes; most jobs in slaughtering, meat packing, rendering plants, and the operation of power-driven meat processing machines when performed in wholesale, retail or service establishments; most jobs in excavation, logging, and sawmilling; roofing, wrecking, demolition, and shipbreaking; operating motor vehicles or working as outside helpers on motor vehicles; and most jobs in the manufacturing of bricks, tiles, and similar products.

Exemptions from some of the hazardous occupations orders apply for apprentices and students in vocational education programs.

Child Labor Standards for 14- and 15- Year-Old Youths

Youths aged 14 and 15 may work in various jobs outside school hours under the following conditions: no more than 3 hours on a school day with a limit of 18 hours in a school week; no more than 8 hours on a nonschool day with a limit of 40 hours in a nonschool week; and not before 7 a.m. or after 7 p.m., except from June 1 through Labor Day, when the evening hour is extended to 9 p.m.

Workers 14 and 15 years of age may be employed in a variety of jobs: office work; various food service jobs, including cashiering, waiting on tables, washing dishes, and preparing salads and other food (although cooking is permitted only at snack bars, soda fountains, lunch counters, and cafeteria serving counters); sales work and other jobs in retail stores; errand and delivery work by foot, bicycle, and public transportation; dispensing gasoline and oil and performing courtesy services in gas stations; and most cleanup work.

Minors who are 14 or 15 years old may not work in the following jobs: manufacturing, mining, most processing work, and all occupations declared hazardous by the Secretary of Labor, operating or tending most power-driven machinery; public messenger service; and work connected with warehousing, storage, transportation, communications, public utilities and construction (except office and sales jobs when not performed on transportation vehicles or on construction sites).

more...

Youths under 14 may work only if their jobs are exempt from the child labor standards or not covered by the FLSA. Exempt work includes: delivery of newspapers to consumers; performing in theatrical, motion picture, or broadcast productions; and work in a business owned by parents of the minor, except in manufacturing or hazardous occupations.

All states have child labor laws; when both state and federal child labor laws apply, the law setting the more stringent standard must be observed.

Federal law does not require age certificates or work permits. Employers may protect themselves from unintentional violations of the child labor laws by keeping on file an age certificate or work permit for each minor employed. Certificates and permits issued under most state laws are acceptable for this purpose.

The Wage and Hour Division of the U.S. Labor Department's Employment Standards Administration enforces the federal child labor laws. Employers may be fined up to \$10,000 for each minor who is the subject of a child labor violation.

For more information...

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor, Employment Standards Administration.

EMPLOYMENT RESOURCE TOOLS

WHERE TO LOOK FOR A JOB

Listed below are a number of methods of finding job leads. This list identifies the visible job market as well as the hidden job market. It is absolutely necessary to investigate the entire list of job leads to be successful in your job search.

1. Word of Mouth - Friends, relatives, neighbors (Networking)
2. Schools - Placement Coordinator and/or Counselor
3. Newspaper Ads and Articles
4. M.E.S.C. and Other state agencies
5. Private Employment Agencies
- * 6. Telephone Book - Yellow Pages
7. Civil Service - State and Federal
8. New businesses opening up
9. Bulletin Boards
10. Trade Journals
11. Colleges
12. Union Halls
13. City Directory
- * 14. Self Directed Job Search - Apply by walking into employers or telephone contacts
15. Job Career Fairs
16. Networking
- * 17. Public Libraries
18. Manpower

*** Self Directed Job Search**

The most effective method of finding a job is to apply directly to the employer.

*** The Yellow Pages**

Read all headings from A to Z. Identify and list any heading that might be a potential job.

*** Public Library**

Many libraries have computers, current telephone books, local newspapers, business directories, listings of associations and local organizations, professional and trade journals.

NETWORKING PLAN

The first step in networking is choosing 10 people that you already know. These people may have knowledge of jobs or names of other people who may have job leads.

Below, list the names of relatives, friends, employers, supervisors, co-workers, neighbors, teachers, and any others that may be able to help you.

RELATIVES:

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

FRIENDS:

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PREVIOUS EMPLOYER & CO-WORKERS

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____

NEIGHBORS:

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____

TEACHERS:

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____

OTHERS:

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____

EMPLOYMENT CAREER OBJECTIVES

The career objectives listed below are general descriptions that show the type of employment you are planning to consider in the next 5 to 10 years. These career objectives are intended to help you complete your resume.

- * To learn, know and understand necessary skills to become a _____.
(Examples: plumber, secretary, cook, child care provider)
- * To provide top quality, conscientious service as a _____.
(Examples: dishwasher, busboy, cashier, child care provider)
- * To obtain a permanent full-time position utilizing my skills in the area of _____.
(Examples: food service, janitorial service, human service)

USEFUL EMPLOYMENT DESCRIPTIONS

The **Employment Descriptions** listed below are intended to help you complete your Fact Sheet and Resume.

Plumber Aide:

Assist plumber during the installation and repair of main water lines. Repair garbage disposals and unclog household drains. Install bathtub fixtures, showers, sinks, toilets and dishwashers. Read and follow building plans or blueprints. Learning how to work efficiently with materials and tools of the trade. Cut and bend length of pipe using saws, pipe cutters and pipe bending machines. Connect length of pipe with fittings, connect plastic sections and fittings with adhesive and connect copper pipe with fittings and solder fitting in place with a torch.

Garage Attendant:

Monitor all incoming and outgoing vehicles. Patrol outside perimeter on foot. Park and rotate cars to maintain traffic flow. Collect parking fees and complete income slips every hour before placing money in drop box.

Food Service Aide:

Set tables with clean tablecloths, napkins, silverware, glasses and dishes. Serve ice water, rolls and butter to patrons. Stock serving tables with food, trays, dishes and silverware. Serve food displayed on counters and steam tables, carve meat, dish out vegetables, ladle sauces and soups, and fill beverages. Remove dirty dishes and silverware. Provide fast and efficient, yet courteous, service.

Food Attendant:

Take customer orders and transmit the orders to the kitchen. Serve food and beverages at the counter, prepare itemized checks and accept payments. Provide fast and efficient, yet courteous, service.

Clerk or Clerical:

Schedule appointments and provide information to callers. Organize and maintain files, complete forms and enter data at a computer terminal. Type letters, answer telephones and deliver messages. Operate facsimile machines, photocopiers and telephones with voice mail. Take inventory of equipment and supplies. Type _____ words per minute.

Cook:

Weigh and measure ingredients, fetch pots and pans and stir and strain soups and sauces. Clean, peel and slice potatoes, other vegetables and fruits and make salads. Cut and grind meats, poultry and seafood in preparation for cooking. Prepare and cook ingredients according to recipes. Clean work areas, equipment, utensils, dishes and silverware.

Cashier:

Count drawer contents (bank) before and after the end of shift and compare the total with sales data. Separate charge forms, return slips, coupons and other non-cash items. Ensure that merchandise is in good condition when customer has a return or exchange item. Knowledgeable of store policies and procedures for accepting different types of payment. For checks and charges additional I.D. must be furnished or call in for an authorization. Register the sale of merchandise which includes totaling the bills, receive money, make change, fill out charge forms and give receipts.

Dishwasher:

Scrape and remove all food items from dirty dishes. Rinse and wash all cooking equipment, utensils, dishes, glasses and silverware. Clean work area, mop floors and remove rubbish on a routine basis.

Bus Boy:

Clean tables, remove dirty dishes and soiled linens from the tables. Clean work area, wash utensils, dishes and silverware. Set tables with clean table cloths, napkins, silverware and glasses.

Janitor, or Custodial Aide or Maintenance Worker:

Mop floors, clean bathrooms, vacuum carpets, dust furniture, make minor repairs and exterminate insects and rodents. Empty trash, carry out light interior painting, and replenish bathroom supplies. Mow lawns, remove snow and ensure that equipment works properly. Change light fixtures, unplug sinks and replace or repair lavatory fixtures.

Landscaping or Groundskeeper:

Feed, water and prune the flowering plants and trees. Mow and water lawns, provide edging, trimming, fertilizing, dethatching and mulching. Plant flowers, shrubs and install lawns. Operate and use hand tools such as shovels, rakes, pruning saws, hedge and brush trimmers, axes, lawnmowers, chain saws, electric clippers and snowblowers. Remove snow from driveways, sidewalks, parking lots and roadways.

General Laborers:

Grocery Store: Stock shelves, bag groceries, carry packages to customers cars and return shopping carts to designated areas.

Construction: Carry tools, materials and equipment to construction trades workers. Take apart defective equipment, mix cement or plaster, bend pipe, run electrical wire, set up painting equipment, install plumbing fixtures, or clean work areas.

Service Station: Fill car fuel tank and wash windshields on automobiles, busses, trucks and other vehicles. Change motor oil, repair tires, replace fan belts, headlights, windshield wipers, and collect payment.

Mover:

Load and unload household appliances and furniture, and packing containers. Provide professional packing and crating. Transport household items to desired location in a safe manner.

Automotive Body Repair:

Straighten bent bodies, remove dents and replace crumpled parts that are beyond repair. Repair or replace plastic body parts. Use plastic or solder to fill small dents. File or grind the hard filler to the original shape and sand it before painting. Possess a basic knowledge how to operate and use an alignment machine, hydraulic jack, hand prying bar, anvil, handtools and pneumatic hammers.

Recreation Instructor or Recreation Aide:

Plan, organize and direct recreational activities. Organize teams and leagues and also teach the correct use of equipment and facilities. Direct leisure activities and athletic programs for all ages, such as swimming, hiking, bowling, softball leagues, social functions, travel programs, exercise and fitness programs. Special Note: A Recreation Aide can assist the recreation instructor in all of the above-mentioned activities.

Fashion Model:

Display dresses, coats, underclothing, swimwear and suits by wearing them for garment designers. Stand, turn and walk to demonstrate features such as garment quality, style and design, to observers at fashion shows, private showings and retail establishments.

Cosmetologist:

Advise patrons on how to care for their hair. Customers are provided with a number of services which include shampoo, scalp treatment, straighten or permanent wave, lighten or darken hair color, cut, trim and hairstyle. Clean and style wigs or hairpieces. Provide manicures and pedicures. Maintain a clean work area and keep hairdressing implements sanitized. Make appointments, order supplies, keep records of hair color and permanent wave formulas used by regular patrons.

Home Health Aide:

Provide personal care services which help clients move from bed, bathe, dress and groom. Routinely check pulse, temperature and respiration. Assist with medication routines. Maintain records of services performed, clients condition and progress. Provide housekeeping services which includes cleaning clients house, laundry, changing bed linens, planning and preparing meals and shopping for food. Accompany client outside the home and serve as a companion.

Nursing Aide:

Develop ongoing relationships with patients and respond to them in a positive and caring way. Answer patient's call bells, deliver messages, serve meals, make beds, and help patients eat, dress and bathe. Routinely take tem-

peratures, pulse, respiration and blood pressure. Help patients get in and out of bed and walk, keep patients room neat, set up equipment, or store and move supplies. Ongoing observance of patients physical, mental, and emotional conditions and report any change to nursing or medical staff.

Automotive Mechanic:

Repair and services automobiles with gasoline engines. During routine service, diagnose mechanical troubles, inspect, lubricate and adjust engines and other components. Maintain a checklist to inspect fan belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings and other potentially troublesome items. Maintain proper tools such as pneumatic wrenches, jacks, electronic service equipment and handtools.

Logger:

Harvest timber trees, fells trees in specified direction and removes limbs and top. Measure and cut trees into log lengths using chain saw, wedges and ax. Secure cable to logs and drive tractor to skid logs to landing, load log onto truck by hand or using winch. Drive truck to haul logs to mill.

Childcare:

Provide care for 3-6 children. Provide routine instructions to children on health and personal habits. Plan and lead recreational activities and participate in children's games. Serve nutritional meals and snacks. Provide positive methods of discipline which encourages self control, self direction, self esteem and cooperation. Provide proper bedding with easy to clean sleeping fabric. Maintain a supply of clean blankets and sheets at all times. Maintain daily attendance, accident or illness and emergency medical care information on each child.

Building Trades:

Drywall:

Install drywall by fastening drywall panels to the inside framework of residential houses and other buildings. Prepare panels for painting by taping and finishing joints. During installation cut and fit some pieces around doors, windows, electrical outlets, air-conditioning units and plumbing.

Carpentry:

Cut, fit and assemble wood and other materials in different kinds of construction activity. Assemble wood and set forms for concrete construction or erecting scaffolds. Perform various tasks such as framing walls and partitions, putting in doors and windows, hanging kitchen cabinets, installing paneling and tile ceilings.

Household Worker:

Carry out cleaning chores, sanitize and beautify in and around household. Sweep and mop floors, clean bathrooms, vacuum carpets, dust furniture, make minor repairs, empty trash and carry out light interior painting. Plan and prepare meals, carry out laundry and change bed linens. Mow and water lawn, plant flowers and remove snow from driveway and sidewalk.

USEFUL ACTION VERBS TO COMMUNICATE EMPLOYMENT SKILLS

Please look over the following list of action verbs and use them to communicate your employment skills in your resume. Just be sure that you use an action verb to open every complete sentence or statement.

English tenses are past, present and future. If you are describing a job that you are currently working in, please use the present tense of the action verb. If you are describing a job you worked in the past, please use the past tense of the action verb.

Present Tense	Past Tense	Present Tense	Past Tense
Accept	Accepted	Install	Installed
Achieve	Achieved	Investigate	Investigated
Aid	Aided	Issue	Issued
Analyze	Analyzed	Keep	Kept
Approve	Approved	Locate	Located
Arrange	Arranged	Make	Made
Assemble	Assembled	Maintain	Maintained
Attend	Attended	Monitor	Monitored
Budget	Budgeted	Operate	Operated
Calculate	Calculated	Order	Ordered
Carry Out	Carried Out	Organize	Organized
Collect	Collected	Participate	Participated
Communicate	Communicated	Perform	Performed
Compile	Compiled	Plan	Planned
Compute	Computed	Prepare	Prepared
Conduct	Conducted	Produce	Produced
Contribute	Contributed	Provide	Provided
Coordinate	Coordinated	Record	Recorded
Deliver	Delivered	Recommend	Recommended
Demonstrate	Demonstrated	Repair	Repaired
Describe	Described	Represent	Represented
Develop	Developed	Review	Reviewed
Distribute	Distributed	Schedule	Scheduled
Establish	Established	Search	Searched
Evaluate	Evaluated	Send	Sent
Expand	Expanded	Serve	Served
Explain	Explained	Service	Serviced
Familiar	Familiarized	Suggest	Suggested
Form	Formed	Summarize	Summarized
Gather	Gathered	Train	Trained
Handle	Handled	Update	Updated
Help	Helped	Use	Used
Inform	Informed	Utilize	Utilized
		Verify	Verified
		Write	Wrote

EMPLOYMENT FACT SHEET

It is very important for you to be prepared when walking into a place of employment to complete a job application. Some people hope they can pick up the application and take it home to complete. However, many times an employer will ask you to complete the application right then, or possibly even give you an on-the-spot interview. A FACT SHEET will assist you in having all the information together if this happens.

WHAT YOU NEED TO KNOW TO FILL OUT AN APPLICATION FORM

FACT SHEET

Personal Data

Name: _____ Phone No: _____
Last First Middle Initial Area Code No.
Address: _____
Number Street City State Zip Code
SS. No: _____ Driver's License/State I.D. _____
No. of Dependants _____ Draft Status _____

Employment

1. Current or Most Recent Employer

Name/Address/Zip Code _____
Supervisor: _____ Phone No. _____ Dates: From _____ To _____
Position: _____ Rate of Pay: \$ _____ per _____
Reason for Leaving: _____
Duties: _____

2. Previous Employer

Name/Address/Zip Code _____
Supervisor: _____ Phone No. _____ Dates: From _____ To _____
Position: _____ Rate of Pay: \$ _____ per _____
Reason for Leaving: _____
Duties: _____

3. Previous Employer

Name/Address/Zip Code _____
Supervisor: _____ Phone No. _____ Dates: From _____ To _____
Position: _____ Rate of Pay: \$ _____ per _____
Reason for Leaving: _____
Duties: _____

**Person To
Notify In
Emergency**

Name _____ Phone No.: _____
Address: _____
Relationship: _____

Education

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College: 1 2 3 4

College: Name and Address: _____

Dates: From _____ To _____ Did you graduate: () yes () no

High School: Name and Address: _____

Dates: From _____ To _____ Did you graduate? () yes () no

Junior High School: Name and Address: _____

Dates: From _____ To _____

Elementary School: Name and Address: _____

Dates: From _____ To _____

Other: _____

REFERENCES

1. Full Name: _____ Occupation: _____

Name and Address of Employer: _____

Phone No. (During Business Hours): _____ How long known: _____

2. Full Name: _____ Occupation: _____

Name and Address of Employer: _____

Phone No. (During Business Hours): _____ How long known: _____

3. Full Name: _____ Occupation: _____

Name and Address of Employer: _____

Phone No. (During Business Hours): _____ How long known: _____

WHAT IS A RESUME?

It is important to have a resume and to always have it updated with your current information.

A resume is:

A way to organize the relevant facts about yourself.

A way to demonstrate that you are dependable, responsible, able to learn and follow directions.

A way for employers to meet you without meeting you in person.

A tool used to win an interview.

A written tool to market yourself.

If you need money or other assistance in typing your resume, please contact your Family Independence Agency, Delinquent Services Worker and ask for help through the MISTY program. (See listing of appropriate county offices on the next page.)

COUNTY	TELEPHONE	COUNTY	TELEPHONE
Alcona	(517) 724-6291	Lapeer	(810) 667-0801
Alger	(906) 387-4400	Leelanau	(231) 256-6100
Allegan	(616) 673-7700	Lenawee	(517) 264-6300
Alpena	(517) 354-7200	Livingston	(517) 548-0200
Antrim	(231) 533-8664	Luce	(906) 293-5144
Arenac	(517) 846-4551	Mackinac	(906) 643-9550
Baraga	(906) 524-6126	Macomb	(810) 412-6100
Barry	(616) 948-3200	Manistee	(231) 723-8375
Bay	(517) 895-2100	Marquette	(906) 228-9691
Benzie	(231) 882-4443	Mason	(231) 845-7391
Berrien	(616) 934-2000	Mecosta	(231) 796-4300
Branch	(517) 279-4200	Menominee	(906) 863-9965
Calhoun	(616) 966-1284	Midland	(517) 839-1100
Cass	(616) 445-0200	Missaukee	(231) 779-4500
Charlevoix	(231) 547-4471	Monroe	(734) 243-7200
Cheboygan	(231) 627-8500	Montcalm	(517) 831-8400
Chippewa	(906) 632-3377	Montmorency	(517) 785-4218
Clare	(517) 539-4260	Muskegon	(231) 733-3700
Clinton	(517) 224-5500	Newaygo	(231) 689-5500
Crawford	(517) 348-7691	Oakland	(248) 975-4804
Delta	(906) 786-5394	Oceana	(231) 873-7251
Dickinson	(906) 774-1484	Ogemaw	(517) 345-5135
Eaton	(517) 543-0860	Ontonagon	(906) 884-4951
Emmet	(231) 348-1600	Osceola	(231) 832-4100
Genesee	(810) 760-2200	Oscoda	(517) 826-4000
Gladwin	(517) 426-3300	Otsego	(517) 732-1702
Gogebic	(906) 663-6200	Ottawa	(616) 394-7200
Grand Traverse	(231) 941-3900	Presque Isle	(517) 734-2108
Gratiot	(517) 875-5181	Roscommon	(517) 275-5107
Hillsdale	(517) 439-2200	Saginaw	(517) 758-1500
Houghton	(906) 482-0500	St. Clair	(810) 966-2000
Huron	(517) 269-9201	St. Joseph	(616) 467-1200
Ingham	(517) 887-9400	Sanilac	(810) 648-4420
Ionia	(616) 527-5200	Schoolcraft	(906) 341-2114
Iosco	(517) 362-0300	Shiawassee	(517) 725-3200
Iron	(906) 265-9958	Tuscola	(517) 673-9100
Isabella	(517) 772-8400	Van Buren	(616) 621-2800
Jackson	(517) 780-7400	Washtenaw	(734) 481-2000
Kalamazoo	(616) 337-4900	Wayne	(313) 256-1000
Kalkaska	(231) 258-8606	Wexford	(231) 779-4500
Kent	(616) 247-6000		
Keweenaw	(906) 337-3302		
Lake	(231) 745-8159		

RESUME FORMAT

NAME
ADDRESS
CITY/STATE/ZIP CODE
TELEPHONE NUMBER

Career Objective:

Education:

Employment History:

Skills/Abilities:

Hobbies:

References: Please see the attached reference.

SAMPLE RESUME

John Doe
3626 Help Yourself Drive
Olive, MI 49998
Telephone Number: (906) 888-8888

Career Objective: To devote my career to trucking, obtain a mechanic license
and own a fleet of trucks

Education: General Education Diploma (1994)
Truck Driver Internship Program

Employment History: ABC Trucking
2929 Straight Street
Dove, MI 49988
Supervisor: Dave Doe
Telephone Number: (906) 888-8882
Position: Maintenance Worker Rate of Pay: \$ 8.25
Dates: June 1995 to Present

Responsibilities: Clean and sweep all fleet trucks on a daily basis. Fuel trucks and check all vital
fluids on a routine basis. Assist in repairing semi truck tires and mounting tires onto vehicle.
Transport old truck tires to Sandusky for revenue and disposal.

Doe Household
3626 Help Yourself Drive
Olive, MI 49988
Supervisor: Mary and Dave Doe
Telephone Number: (906) 888-8888
Position: Household Worker
Dates: Present

Responsibilities: Carry out cleaning chores and other activities to sanitize and beautify in and
around household. Sweep and mop floors, clean bathrooms, vacuum carpets, dust furniture, make
minor repairs, empty trash, and carry out light interior painting. Plan and prepare meals, carry out
laundry and change bed linens. Mow and water lawn, plant flowers and remove snow from drive-
way and sidewalk.

Skills/Abilities: Productive, dependable and trustworthy. Able to communicate effectively, both
orally and in writing.

Hobbies: Dancing, swimming and skating.

References: Please see the attached.

FACTS ABOUT REFERENCES

References are used in the interviewing process for the employer to gain information about your character, background, work and recreational habits. It would be a good idea for you to gather names and telephone numbers of people that know you and others who may have worked with you.

References Are Important! They May Mean the Difference In Getting A Job

There are three kinds of references:

Personal References

These are people who can vouch for your character. Choose people who:

- Have known you over 2 years
- Are working themselves, like:
 - Doctors
 - Lawyers
 - Church Pastor
 - Teachers
 - A Friend

Avoid using:

- Parents
- Relatives with the same last name

Business References

These are people who can vouch for the quality of your work. Choose people who:

- You have worked for, like a:
 - Supervisor
 - Foreman
 - Manager of your Department
 - Co-worker with different title
 - Someone who depended on you doing a good job, like a customer or someone you did a service for

Letter of Reference:

A letter of reference is a written summary of the type of work you did and how well you did it. It should be written by someone that you worked for or with, preferably a supervisor, foreman or manager.

You may ask for a letter of reference from any former or current position you've held.

It is always good to keep the original so you can make good copies each time you need one.

Remember:

- Always ask each person if you may use them for a reference
- Never give out a home phone number unless it is okayed in advance
- Keep type written copies handy to use as needed

REFERENCE FACT SHEET

Name _____

Address _____

City, State, Zip Code _____

Telephone _____

PERSONAL REFERENCES

Name: _____

Title: _____

Name of Company: _____

Business Address: _____

City, State, Zip Code: _____

Business Telephone: _____

Name: _____

Title: _____

Name of Company: _____

Business Address: _____

City, State, Zip Code: _____

Business Telephone: _____

Name: _____

Title: _____

Name of Company: _____

Business Address: _____

City, State, Zip Code: _____

Business Telephone: _____

*All personal and professional references need to be asked and notified before using them.

SAMPLE PERSONAL REFERENCES

Jack Brown - Minister
Temple of the Church of God
286 Help Yourself Drive
Olive, MI 49998
(906) 888-1118 (9-7)
How long known? 14 years

Doe Jackson - Doctor
2634 Straight Street
Olive, MI 48998
(906) 889-1181 (8-6)
How long known? 17 years

Mary Mac - Lawyer
3034 Straight Street
Olive, MI 48998
(906) 889-0080 (8-6)
How long known? 10 years

How To Approach Companies By The Telephone

Telephone Contact - A telephone contact has four basic steps that you must complete.

- A. Name - Who you are.
- B. Position - What you want.
- C. Qualifications - What you have to offer.
- D. Goal - An interview.

Example:

A. Hello, my name is _____.

B. I am interested in a position as a(n) _____.

C. Make a brief statement of your qualifications and good qualities, example:

“I have one year experience as a cook. I can prepare a variety of meals. I keep a clean and sanitized kitchen. I am productive, dependable and trustworthy.”

D. Ask the employer for an interview.

“May I have an interview at your earliest convenience?”

Find out when: Date
 Time
 Location

Find out the name of the person whom you will interview with.

JOB APPLICATION

TIPS FOR FILLING OUT JOB APPLICATIONS

- Job applications are important, as it is the employers first impression of you. Take your time and be sure to complete each question asked.
- Always take a pen or pencil with you when you fill out an application. While most employers prefer ink, some think it better to use a pencil because it is easier to erase. Be sure to ask before you complete the application.
- Don't start filling out the application form until you read it completely. Check directions carefully. If the form requests you to print, then do it. If the form wants you to write, then write neatly. If you do not follow directions, you give the employer the impression that you are careless.
- Do not assume that all applications are the same. While most applications ask the same type of questions, they may phrase the questions differently, and therefore demand a different response from you. Make sure you understand the question before you answer them.
- Answer all questions on the application form. If you are in doubt about what a question means, be sure to ask somebody. If the information does not apply to you, write "not applicable" or N/A. By answering all questions, you show that you are attentive to detail and thorough.
- Always attach a resume to your application. This sets your application apart from the others. Even though you attach a resume, you should still answer all questions on the application form. Don't expect the employer to locate important information on your resume.
- To insure accuracy, write down all the personal information normally required on application forms before you start looking for jobs. Carry the information with you so that you can simply copy the required information onto the application.
- Make sure your spelling, grammar and punctuation are correct. Check your dates to see if they are right. Accuracy is more important than speed.
- An employer will very seldom read an application which is not neat. If your writing is hard to read, or if there are many words scratched out, you should fill out another application. Don't turn in a messy form.
- Don't be modest, but do be honest about your qualifications. Let employers know about any special experience or training you have. Even small differences in the backgrounds or job applicants do effect the judgment of employers.
- Try to present your background and experience in the most positive manner possible. Describe your abilities and skills, not your limitations. Serious problems with your health, work history, prison record or workman's compensation claims are best discussed in the interview. Do not attempt to explain these problems on an application.
- Employers check the information you put on the form so make sure it is correct. A company can fire you if you lie on your employment application.
- If you are qualified for the job, the completeness, accuracy and neatness of your form will provide the needed motivation for an employer to call you in for an interview. Remember, your application represents you after you leave.

Application for Employment

Name (Last) Doe (First) John (Middle) D. Soc. Sec. No. 123-45-6789
Address (Street) 3626 Help Yourself Drive (City) Olive (State) MI (Zip) 49998
Home Phone (906) 888-8888 Message Phone (906) 888-8888
Eighteen years or older? Yes ☐ No ☐ If applicant, 16 years or older? Yes ☐ No ☒
Who referred you to this company? ☐ MFSC Job Service Office ☒ Other Help Yourself Journal

Education

Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 (12) G.E.D. College (Code appropriate grade or year)
Special training: Not Applicable N/A
Special skills including machinery operation: Not Applicable N/A
Name of school training program or where completed: Not Applicable N/A

Previous Work Experience List below, beginning with most recent

Employer name: ABC Trucking
Address: 2929 Straight Street City: Olive State: MI Zip Code: 49998
Nature of business: Employed from to
Type of work: Deliver various commodities throughout Michigan, check all fluids, repair truck tires and transport old truck tires.
Clean trucks
Beginning pay rate: \$6.25 per Hour Ending pay rate: \$8.25 per Hour
Reason for leaving: To gain additional experience and advance towards upward mobility.

Employer name: Doe Household
Address: 3626 Help Yourself Drive City: Olive State: MI Zip Code: 49998
Nature of business: Employed from to
Type of work: Maintaining Household Present
Household Worker
Beginning pay rate: None per Hour Ending pay rate: None per Hour
Reason for leaving: Not Applicable

Previous Work Experience (Continued)

Employer name	N/A			
Address	N/A	City	State	Zip Code
Nature of business	N/A	Employed from		to
Type of work	N/A			
Beginning pay rate	per	Ending pay rate	per	
Reason for leaving	N/A			

Employer name	N/A			
Address	N/A	City	State	Zip Code
Nature of business	N/A	Employed from		to
Type of work	N/A			
Beginning pay rate	per	Ending pay rate	per	
Reason for leaving	N/A			

Military Service Record

Branch of military service	N/A (Army, Navy, National Guard, etc.)	Grade/rank	N/A
Dates from	N/A to	Date obligation ends	N/A

I certify that the entries on this application are accurate and complete.

Signature

Date



Application for Employment

Name (Last) _____ (First) _____ (Middle) _____ Soc. Sec. No. _____
Address (Street) _____ (City) _____ (State) _____ Zip _____
Home Phone _____ Message Phone _____
Eighteen years or older? Yes ☐ No ☐ If student, 16 years or older? Yes ☐ No ☐
Who referred you to this company? ☐ MFSJC Job Service Office ☐ Other _____

Education

Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 _____
College: 1 2 3 4 5 6 7 _____
Special training _____
Special skills including machinery operation _____
Name of school training program or where completed _____

Previous Work Experience List below, beginning with most recent

Employer name _____
Address _____ City _____ State _____ Zip Code _____
Nature of business _____ Employed from _____ to _____
Type of work _____
Beginning pay rate _____ per _____ Ending pay rate _____ per _____
Reason for leaving _____

Employer name _____
Address _____ City _____ State _____ Zip Code _____
Nature of business _____ Employed from _____ to _____
Type of work _____
Beginning pay rate _____ per _____ Ending pay rate _____ per _____
Reason for leaving _____

Previous Work Experience *(Continued)*

Employer name _____

Address _____

City _____

State _____

Zip Code _____

Nature of business _____

Employed from _____

to _____

Type of work _____

Beginning pay rate _____

per _____

Ending pay rate _____

per _____

Reason for leaving _____

Employer name _____

Address _____

City _____

State _____

Zip Code _____

Nature of business _____

Employed from _____

to _____

Type of work _____

Beginning pay rate _____

per _____

Ending pay rate _____

per _____

Reason for leaving _____

Military Service Record

Branch of military service _____

(Army, Navy, National Guard, etc.)

Grade/rank _____

Dates from _____

to _____

Discharge obligation code _____

I certify that the entries on this application are accurate and complete.

Signature _____

Date _____



PREPARING FOR A JOB INTERVIEW

FACTS TO KNOW BEFORE AND DURING AN INTERVIEW

Subject	Lawful Pre-Employment Inquiries	Unlawful Pre-Employment Inquiries
NAME:	<p>Applicant's full name</p> <p>Have you ever worked for this company under a different name?</p> <p>Is any additional information relative to a different name necessary to check work record? If yes, explain.</p>	<p>Original name of an applicant whose name has been changed by court order or otherwise.</p> <p>Applicant's maiden name.</p>
ADDRESS OR DURATION OF RESIDENCE:	How long a resident of this state or city?	
BIRTHPLACE:		<p>Birthplace of applicant.</p> <p>Birthplace of applicant's parents, spouse or other close relatives.</p> <p>Requirement that applicant submit birth certificate, naturalization or baptismal record.</p>
AGE:	*Are you 18 years old or older?	How old are you? What is your birth date?
RELIGION OR CREED:		Inquiry into an applicant's religious denomination, religious affiliations, church, parish, pastor, or religious holidays observed.
RACE OR COLOR		Complexion or color of skin.
PHOTOGRAPH:		Any requirement for a photograph prior to HIRE.
HEIGHT:		Inquiry regarding applicant's height
WEIGHT:		Inquiry regarding applicant's weight.
MARITAL STATUS:	Is your spouse employed by this employer?	Requirement that an applicant provide any information regarding marital status or children. Are you single or married? Do you have any children? Is your spouse employed? What is your spouse's name?
SEX:		<p>Mr., Miss or Mrs. or an inquiry regarding sex. Inquiry as to the ability to reproduce or advocacy of any form of birth control.</p> <p>Requirement that women be given pelvic examinations.</p>
HANDICAP/DISABILITY:	Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation?	Inquiries regarding an individual's physical or mental condition which are not directly related to the requirements of a specific job and which are used as a factor in making employment decisions in a way which is contrary to the provisions or purposes of the Michigan Handicappers' Civil Rights Act.

Subject	Lawful Pre-Employment Inquiries	Unlawful Pre-Employment Inquiries
	<p>Are you a citizen of the United States:</p> <p>If not a citizen of the United States, does applicant intend to become a citizen of the United States?</p> <p>If you are not a United States citizen, have you the legal right to remain permanently in the United States? Do you intend to remain permanently in the United State:</p> <p>(To avoid discrimination based on national origin, the questions above should be asked after the individual has been hired, even if it is related to the Federal I-9 process.)</p>	<p>(Questions below are unlawful unless asked as part of the Federal I-9 process.)</p> <p>Of what country are you a citizen?</p> <p>Whether an applicant is naturalized or a native-born citizen; the date when the applicant acquired citizenship. Requirement that an applicant produce naturalization papers or first papers.</p> <p>Whether applicant's parents or spouse are naturalized or native born citizens of the United States; the date when such parent or spouse acquired citizenship.</p>
NATIONAL ORIGIN:	Inquiry into language applicant speaks and writes fluently.	<p>Inquiry into applicant's (a) lineage; (b) ancestry; (c) national origin (d) descent; (e) parentage, or nationality, unless pursuant to the Federal I-9 process.</p> <p>Nationality of applicant's parents or spouse. Inquiry into how applicant acquired ability to read, write or speak a foreign language.</p>
EDUCATION:	Inquiry into the academic, vocational or professional education of an applicant and the public and private schools attended.	
EXPERIENCE:	<p>Inquiry into work experience.</p> <p>Inquiry into countries applicant has visited.</p>	
ARRESTS:	<p>Have you ever been convicted of a crime?</p> <p>Are there any felony charges pending against you?</p>	Inquiry regarding arrests which did not result in conviction. (Except for law enforcement agencies.)
RELATIVES:	Name of applicant's relatives already employed by this company?	Address of any relative of applicant, other than address (within the United States) of applicant's father and mother, husband or wife and minor dependent children.
NOTICE IN CASE OF EMERGENCY:	Name and address of person to be notified in case of accident or emergency.	Name and address of nearest relative to be notified in case of accident or emergency.
ORGANIZATIONS:	Inquiry into the organizations of which an applicant is a member, excluding names or characters which indicate the race, color, religion, national origin or ancestry of its members.	List all clubs, societies and lodges to which you belong.

PERSONAL APPEARANCE

DRESS

- Dress one step above what you would actually wear on the job. For example, if you would wear jeans and a T-shirt on the job, wear nice, casual clothes to the interview.
- Never wear jeans, a T-shirt or tennis shoes to an interview.
- Wear clothes that are clean, neat and in good condition.
- Do not wear loud colors or prints. Avoid mismatching colors and patterns (pink with orange, plaids with stripes). Shine your shoes. Match belts, purse and other accessories with the rest of your clothes.

GROOMING

- Keep your hair well groomed. It should be clean, combed and neatly styled.
- Shave before you go to an interview. Mustaches and beards should be neatly combed and trimmed. If you want to grow a new mustache or beard, wait until after the interview.
- Neatly trim your fingernails.
- Use makeup, perfume and cologne sparingly.

HYGIENE

- Keep your body clean.
- Wash your hair regularly.
- Brush your teeth.
- Use deodorant.
- Clean your fingernails.

HOW TO PREPARE FOR THE INTERVIEW

The interview actually begins the moment you enter the office when you are met by a receptionist or a secretary. Keep the following points in mind:

1. Be certain that you are on time and in the right place.
2. First impression is imperative. Display confidence and sincerity to the person who receives you.
3. Introduce yourself and state whom you are to see, why you are there and what time you have the appointment.
4. Await your turn patiently if you have to wait.
5. Don't fidget.
6. Don't chew gum.
7. Don't be a "jelly fish" while you are sitting. Practice good posture.
8. Be courteous and friendly if someone talks to you or with you. Don't talk too much.
9. Remember - the employer could ask the secretary, "What did you think of that applicant?"

WHAT TO DO IN AN INTERVIEW

When you enter an office give your name and state the purpose of your visit and if it is possible the type of work for which you are applying. For example, you might say something like this, “Good afternoon. I’m John Doe and I am applying for the job of service station mechanic.”

During the interview, stress your interest in the work and your qualifications. Do not emphasize your need of a job. If you are hired, it will be because the employer thinks you can do the job well, not because you are in need of money.

Do not criticize or talk negative about your previous employers. Let the interviewer lead the discussion. Answer his/her questions briefly and stick to the point.

The interviewer will indicate when the interview is over. Be sure he/she knows your address and telephone number.

BODY TALK

You can use your body language to create a positive impression. The interviewer assumes that the way you handle yourself in the interview is how you will handle yourself on the job. One of your goals in the interview is to convince the interviewer that you are eager and enthusiastic about working for their company.

Here's how to do it:

SMILE - An occasional smile shows that you are friendly and cooperative.

SIT UP STRAIGHT AND LEAN SLIGHTLY FORWARD - An interview should put you on the edge of your seat like a good movie. This shows that you are interested and alert.

MAKE EYE CONTACT - Making frequent eye contact is showing the interviewer that you are understanding what he/she is saying and following his/her conversation.

NOD YOUR HEAD OCCASIONALLY WHILE THE INTERVIEWER IS SPEAKING - This also shows that you understand, agree and are paying attention to what the interviewer is saying.

FACE THE INTERVIEWER SQUARELY - If you turn your body away from the interviewer or turn your back to them, you are saying that you are not interested in what he/she has to say.

GET RID OF NERVOUS HABITS - Bad habits are signs that you are not paying attention. They are distracting to the interviewer. Do not smoke, chew gum, look at the clock, tap your fingers, shuffle your feet or constantly look around the room.

INTERVIEWING DO's

- Collect information about the company ahead of time
- Bring an extra resume and a list of references
- Bring a notebook to take down information
- Dress neatly
- Go to the interview alone
- Arrive 10 - 15 minutes early
- Remove gum or candy from your mouth
- Take a deep breath just before you go in
- Smile as you enter
- Give your name clearly
- Sit down. Hang up your coat when invited to do so
- Shake the interviewer's hand firmly after he/she offers his/her hand
- Wait for the interviewer to sit down before you sit
- Let the interviewer start the conversation
- Look at the interviewer when talking to him/her; not at the walls or out of the window
- Answer all questions fully, completely and honestly
- Avoid negative comments
- Show interest in the job for which you are applying
- Ask questions before you leave
- Leave promptly when the interviewer indicates the interview is over
- Thank the interviewer, even if you don't get the job
- Ask the interviewer when you can expect to hear about the job
- Thank the secretary or other persons who introduced you
- Follow up with a thank you letter after the interview

INTERVIEWING DON'Ts

1. Don't argue with the interviewer.
 2. Don't beg for a job.
 3. Don't smoke.
 4. Don't chew gum.
 5. Don't talk loudly.
 6. Don't be a wise guy.
 7. Don't discuss personal troubles. Focus on job related skills.
 8. Don't ask for unrealistic wages.
 9. Don't bring anyone with you.
 10. Don't get there late.
 11. Don't slouch in your seat.
 12. Don't sit down until asked.
 13. Don't criticize past employers or others.
 14. Don't be dishonest.
 15. Don't act nervous.
- DON'T ASK QUESTIONS ABOUT PAY OR BENEFITS BEFORE YOU HAVE THE JOB.
 - DON'T ACT AS THOUGH YOU HAVE THE JOB BEFORE IT IS OFFERED TO YOU.
 - DON'T INTERRUPT. WAIT FOR A BREAK IN CONVERSATION IF YOU NEED CLARIFICATION.
 - DON'T FORGET THE INTERVIEWING DO's.

SUMMARY OF THINGS TO REMEMBER DURING THE INTERVIEW

Meeting and Greeting -

1. Walk right up to the interviewer with a smile.
2. Look him/her in the eye.
3. Shake hands firmly.
4. Introduce yourself using his/her name and then your name.
5. Indicate reason you are there.

Handling Yourself Physically -

1. Lean slightly forward in your seat.
2. Make frequent eye contact.
3. Face interviewer squarely.
4. Get rid of nervous habits - smoking, clock watching, looking around the room, playing with your hair, chewing gum, etc.

Answering Questions -

No mumbling or settling for yes and no answers, no slang, speak clearly and distinctly and to the point.

Asking Questions -

No mumbling or slang, speak clearly and distinctly and to the point.

Closing the Interview -

1. Shake hands.
2. Thank him/her by name.
3. Re-state your greatest job strengths.

Observing the Do's and Don'ts

1. Don't take anyone with you to interview.
2. Don't chew gum, smoke, etc. at interview.
3. Don't mumble or settle for Yes/No answers.
4. Don't use slang expressions.
5. Don't lounge around as if you were at home.
6. Do make sure you're polite and attentive in talking and acting.
7. Do sit forward in your chair, leaning slightly to show the interviewer you're paying attention.
8. Do make frequent eye contact.
9. Do speak clearly and distinctly and to-the-point.
10. Do be alert for every chance to point up your own skills, strengths, and values to the company.

QUESTIONS TO ASK AN EMPLOYER

Most interviewers expect you to ask them questions. Asking questions shows that you are interested in the job.

Questions you could ask the interviewer:

1. What do you expect from the person who holds this job?
2. Please tell me more about the responsibilities of the position.
3. What hours would the job require?
4. When do you plan to select someone for this position?
5. When does the job start or become available.
6. What kind of dress would the job require?
7. What happened to the person that previously held this position?
8. What are the opportunities for advancement within this company?

Remember, it is important not to ask about pay or benefits until the second interview, unless the interviewer brings it up first, or you have a job offer.

Before you leave the interview it is important to know the answers to a few questions in order to do your follow up:

- Am I to call back?
- When?
- When will the hiring decision be made?

QUESTIONS OFTEN ASKED DURING THE INTERVIEW

This list of questions are frequently asked during an interview. Read them carefully, thinking how you might answer each one. If you find that you wouldn't know how to answer a question, make a note of it and give it some thought before the actual interview.

1. Why would you like to work for this company?
2. Are you looking for permanent or temporary work?
3. What job would you like most?
4. What do you want to be doing in five years? In ten years?
5. What qualifications do you have for this job?
6. What subjects in school did you like best? Least? Why?
7. Do you prefer working alone or with others?
8. What is your main strength?
9. What jobs have you had? Why did you leave?
10. What salary do you expect?
11. How do you feel about working overtime?
12. Did you attend school regularly? How many days were you out last year?
13. What grades have you gotten in your school work?
14. How did you become interested in this company?
15. Why do you think you might like this particular job?
16. How long do you expect to work?
17. What are your future educational plans?
18. What do you know about our company?
19. Have you ever had any difficulty getting along with fellow students and faculty?
20. How do you spend your spare time? What are your hobbies?
21. How do you feel about your family?
22. Can you get recommendations from previous employers?
23. What is your major weakness?
24. What types of people seem to "rub you the wrong way?"
25. Can you take instructions without getting upset?

WHY DIDN'T I GET THE JOB?

The following list gives many of the factors which personnel directors and employers give as reasons why prospective employees are not hired:

1. Poor appearance
2. Overemphasis on money; interest chiefly in what the job pays
3. Lacks self-confidence, doesn't believe in self
4. Coarse and boisterous
5. Evasive in answers; never answers yes or no; always maybe
6. Does not want to work; wants an easy job
7. Critical of past employers
8. Brought spouse, mother or friend to see about the job
9. Resents criticism of supervision
10. Eating, chewing gum during interview
11. Talks too much about personal, domestic or financial problems
12. Has no outside interests, hobbies, or leisure time pursuits
13. Poor health
14. Application blank filled out poorly; incompletely
15. Arrogant, smart-alec type braggart
16. Cannot express self clearly, poor speech, communication and grammar poor
17. Name-dropper, feel this will put him/her in
18. Untruthful about qualification or records
19. Not serious about job; just heard about opening and thought he/she would like to look into it
20. Cannot get along with others
21. Reactionary or radical in views
22. Mind seems to wander; day dreaming
23. High strung or emotional

LETTER OF APPLICATION FORMAT

LETTER OF APPLICATION

Street Address

City, State, Zip

Date

Person's Name or Title

Company Name

Address

City, State, Zip

Dear _____ : Name

Purpose

Background

Ask for Interview

Telephone Number

Thank You

Your Name

SAMPLE LETTER OF APPLICATION #1

March 4, 1997

Adam Jackson
4282 Help Yourself Service Station
Ark, MI 49989

Dear Mr. Jackson:

This letter of application is in response to the job posted in the Help Yourself Journal, dated January 10, 1997. I would like to apply for the Mechanic Assistant's position.

For the past two years I have cleaned and swept 10 semi trucks on a daily basis. I routinely fuel trucks, check all vital fluids, assist in repairing semi truck tires and mount tires onto vehicles and transport old truck tires to Sandusky, Ohio.

I would like to request an interview with you at your earliest convenience. Please contact me at (906) 888-8888

Sincerely,

John Doe
3626 Help Yourself Drive
Olive, MI 49998

enclosure: Resume

SAMPLE LETTER OF APPLICATION #2

March 4, 1997

Adam Jackson
4282 Help Yourself Service Station
Ark, MI 49989

Dear Mr. Jackson:

As you know, good productive people are hard to find. I am writing in response to your advertisement for a Mechanic Assistant in Sunday's Help Yourself Journal.

I feel I can help you gain business sales from the surrounding communities.

Currently, I am employed as a maintenance worker for a trucking company. My productive and efficient work habits have increased fleet productivity and services.

I will call you on Friday, October 10, 1997, for confirmation of an appointment unless I hear from you before that date.

Sincerely,

John Doe
3626 Help Yourself Drive
Olive, MI 49998
(906) 888-8888

enclosure: Resume

INTERVIEW THANK YOU LETTER

INTERVIEW THANK YOU LETTER

March 5, 1997

Adam Jackson
4282 Help Yourself Service Station
Ark, MI 49989

Dear Mr. Jackson:

I would like to thank you for a very candid interview. I am very interested in the mechanic assistant's position for Help Yourself Service Station. I trust you will give my qualifications your full consideration.

Thank you! It was a pleasure to meet you and I look forward to hearing from you soon.

Sincerely,

John Doe

CUSTOMER RECORD OF WORK SEARCH

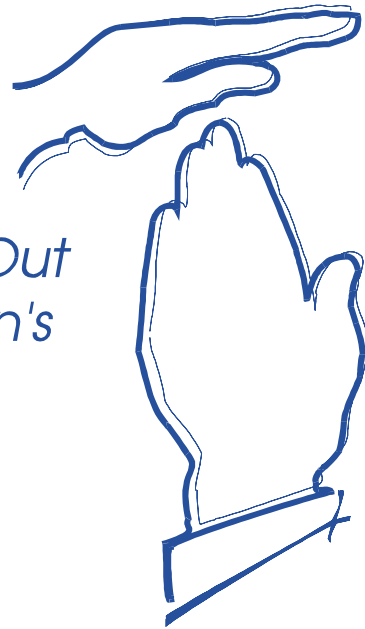
CUSTOMER RECORD OF WORK SEARCH

Use this form to record each employer you contacted during the week.

[illegible]

STATE OF MICHIGAN FAMILY INDEPENDENCE AGENCY

*"Take Time Out
For Michigan's
Youth"*



Quantity: 10,000
Cost: \$20,049.20 (\$2.004 ea.)
Authority: FIA Director

The Family Independence Agency will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an FIA office in your county.